

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
703**

**INMATE LABOR IN FOOD SERVICE AREAS
(TEMPORARY)**

Supersedes: AR 529 (01/10/94)
Effective Date: 07/19/09

AUTHORITY: NRS 209.131

RESPONSIBILITY

The Warden is responsible to ensure the provisions of this Administrative Regulation are complied with.

703.01 CLASSIFICATION COMMITTEE

1. An institutional classification committee will assign inmates to work in food service areas. The inmates must be medically cleared prior to assignment.
2. The institution classification committee will assign inmate workers to the culinary as needed, to include the replacement of removed workers. A list of available approved workers is to be maintained by the institution classification committee.
3. Classification committees will not assign any inmate to culinary duty for disciplinary reasons. Inmates assigned to extra duty through the disciplinary process may work off their sanction by working in the culinary.

703.02 CULINARY SUPERVISOR

1. The culinary sergeant/designee shall upon request from the food manager or supervisor, supply the adequate number of inmate manpower to be utilized as cooks and cooks' helpers from within the culinary inmate work force. When there are no qualified candidates within the culinary inmate work force, the classification committee will be notified and they are to give high priority to filling these positions from the approved list of inmate workers.
2. It is the responsibility of the culinary supervisor to ensure that inmate workers comply with standard personal hygiene requirements.
3. Food managers and supervisors are to provide inmate workers with on-the-job training in food service, preparation, safety, sanitation, and the proper operation of food

service equipment. Each inmate worker approved to work in the Culinary should be required to successfully complete food handlers training within thirty (30) calendar days of beginning their culinary duties.

A. Training will be documented.

B. Supervisors should prepare at a minimum, annual evaluations on all inmate workers noting when an inmate worker has demonstrated proficiency in an area of food service.

4. The culinary sergeant/designee shall supervise all inmates working in the food service division and shall keep accurate records of the days and hours worked by inmates.

5. Culinary staff is responsible for maintaining accurate work records that reflect the tasks the inmate workers were assigned and the specific shifts and related hours which they worked in the culinary.

A. When workers do not report on time to work, the culinary officer shall report their names and the number of absences to the shift supervisor, who is responsible for either getting those workers to their assignment or providing temporary workers when necessary.

B. The culinary sergeant/designee on duty shall notify the Associate Warden Operations or Associate Warden Programs when there are not enough inmate workers assigned to adequately prepare and serve meals; operate the dish room; and keep the dining room tables clean during the service of meals. The institution AWO and/or AWP will ensure that there are an adequate number of inmate worker replacements to prepare and serve meals.

6. Culinary staff may remove inmate workers from their job for justified disciplinary reasons (i.e. disrespect, refusal to work, pilferage, fighting, unsanitary habits, etc.) but CANNOT fire an inmate worker until they have been seen by the institutional classification committee.

A. Culinary staff must provide a written report to the classification committee within one day when an inmate worker is removed from his job and sent from the culinary..

B. In case of removal for disciplinary reasons, a replacement shall be provided as soon as possible.

703.03 INMATE WORKERS

1. Inmate workers shall maintain standards of sanitation and personal hygiene while working in the culinary. Inmate workers should also be familiar with AR 705 – Inmate Grooming and Personal Hygiene.

A. Hair and face nets and other head coverings will be used, as required.

B. Hands must be washed after each visit to the bathroom and prior to handling food. Plastic gloves may also be required.

C. Smoking is not permitted nor authorized in the culinary. All inmates must follow the Department's smoking policy.

2. Inmate workers are not authorized to remove food or materials from the culinary. Any unauthorized institutional food or materials found outside the culinary will be considered contraband and possession may result in disciplinary action.



Howard Skolnik, Director

6/24/09
Date